



GOVERNOR'S ADVISORY COUNCIL FOR EXCEPTIONAL CITIZENS (GACEC)
Leadership Committee Meeting
5:30 PM, April 25, 2023
VIRTUAL MEETING

MINUTES

MEMBERS PRESENT: Al Cavalier, Ann Fisher, Tika Hartsock, Beth Mineo, Trenee Parker, Jennifer Pulcinella, Erika Powell and Erik Warner

STAFF PRESENT: Pam Weir/Executive Director

MEMBERS ABSENT:

- I. **Call to order:** This meeting was called to order at 5:50 pm by Vice Chair, Erik Warner. A quorum of the Leadership Committee was present, which represented more than 50 percent of persons with a disability or parents of children with disabilities.
- II. **Administrative Actions:** Trenee Parker made a motion to approve the April Leadership Committee meeting agenda. Al Cavalier seconded the motion, and the motion was unanimously approved. Al Cavalier made a motion to approve the March Leadership Committee meeting minutes, with Erika Powell seconding the motion. The motion passed unanimously. The Leadership Committee discussed how to monitor attendance. Pam shared a draft attendance process that she developed based on previous conversations with the Leadership Committee. Erik Warner shared that in his corporate experience regarding attendance issues, there was a four step process before corrective action was taken. Erik recommended having “Leadership Intervention” to provide encouragement to members with low attendance. Pam asked for the committee to review the document and provide feedback on the draft process.
- III. **Old Business:** Discussion took place about the ICC letter, recommending that the Part C Program not transition to Delaware Department of Education (DDOE). Pam wanted to clarify that GACEC direction has changed based on the April GACEC General Membership Meeting. GACEC is no longer perusing drafting a letter recommending that the Part C Program does not transition to DDOE. The Committee agreed.
- IV. Discussion took place on the need for a public comment policy and who should step in when an issue arises. Tika Hartsock noted that she was uncomfortable with the way a member of the public addressed a Council member during the April 18th GACEC General Membership meeting. She also noted that it was inappropriate that

a member of the public spoke outside of the *Public Comment* period on the meeting agenda. Erik recommended that the policy appoints an individual to address any public comment that is inappropriate and should include a script with the language to address this kind of situation. Pam noted that we first need to decide what the intention of public comment is and where it should be on the agenda. Trenee Parker volunteered to reach out to the Department of Human Resources (DHR) for guidance on the public comment policy.

Al proposed that we reinforce the Committee structure. If members are developing as subject matter experts in different areas and sort themselves into GACEC's various issues Committees, then we should channel issues through our own subject matter experts. Al recommended for example, that if epilogue language is being drafted, that information be channeled to the appropriate Committee. Then, the appropriate Committee can make recommendations for a full Council vote.

Regarding Leadership Committee meeting dates and times, Pam recommended reviewing this again once our new Leadership Committee members begin in July. Al recommended distributing a Doodle Poll in advance of the meeting.

Regarding the Inclusion Status Paper that Jamie Walko discussed, Pam updated the Committee that Jamie is making edits for Caitlyn Gleason to present to Secretary Holodick. She will share the edited version with the GACEC.

In reference to knowing what other committees GACEC members serve on, Pam would like to prioritize identifying external committees, councils, etc. that we should be a part of and should be a part of that we are not currently.

- V. **New Business:** Pam asked the Leadership Committee how they are feeling about the relationship with the DDOE's Exceptional Children's Resource (ECR) Group and if we are getting what we need. Erika Powell replied that she would like to set an agenda for the year to get needed information. Erika feels that we are not getting what we need because we are not giving them clear guidance on what we need. Erika believes that the lines of communication are open, and we are receiving honest answers to questions. Erika would like to see more data description and an in depth perception of what the GACEC needs. Erika noted that much of this information is readily available on their website, only if you know how to dig through the website. Erika suggested that we narrow our focus and be very specific with our questions to gain the information that we are looking for. Erik Warner added that the DDOE presentation seems to be rushed at the end of the meeting and proposed that we move it up on the agenda. Al suggested that we encourage Chairs of Committees to only report on the high points of their meeting to keep it as brief as possible. Tika Hartsock suggested that Committees only report out on action items and put the rest of the report in writing. Pam noted that we need to ensure that everyone on Council is getting enough information regarding what is happening in each Committee, so members from any Committee can support each other's work. Pam encouraged the

Committee to continue thinking about what we need to get from DDOE moving forward.

- VI. **Adjournment:** Erik Warner made a motion to adjourn the meeting. Jennifer Pulcinella seconded the motion. The meeting was adjourned at 7:47 pm.

New Action Items:

- Review draft process for addressing member absences and provide feedback- Leadership Committee
- Develop public comment Policy- Leadership Committee & GACEC Staff
- Continue discussion on Leadership Committee meeting times, inclusion status paper and sharing information from outside committees with the GACEC- next Leadership Committee Meeting
- Narrow the focus and provide specific details as to what we need DDOE to present on at future meetings- Leadership Committee & GACEC staff

Action Items Carried Forward from Previous Board Meetings:

- Improve plan for supporting newly appointed members- GACEC Leadership Committee/GACEC Staff
- Find ways to increase communication regarding updates from each Issues Committees- GACEC Leadership Committee/GACEC staff
- Work on the prison education piece of our mandate- Pam Weir and ATS Committee
- Disseminate membership survey once finalized- further discuss what format the survey will be sent in- Membership Committee